



## Comprehensive Examination Online Procedure

The Comprehensive Exams (COMPS) will follow the current Rehabilitation Sciences Institute (RSI) policy with the following modifications for an online meeting:

### Written Submission Discussion Meeting

1. The Student or Supervisor will schedule the meeting with members of the examination committee and contact RSI for the meeting setup. RSI will setup a Zoom meeting using an RSI account and send the invite to all committee members.
2. The Examination Committee and Chair will convene at the online meeting, without the Student present, to summarize the assessment of the written document and to decide on sample questions to be provided to the Student in preparation for the Oral Examination.
3. The Chair will email RSI and all committee members with the decision regarding the written document (i.e. Acceptable/Not Acceptable), a summary of the assessment, and the sample questions.

### Oral Examination Meeting

1. The Student or Supervisor will schedule the meeting with members of the Examination Committee and contact RSI for the meeting setup. RSI will setup a Zoom meeting using an RSI account and send the invite to all exam committee members.
2. The examination Chair will log in 10 mins before the meeting so that an RSI representative can assign them to be a host of the meeting. The RSI representative will briefly review with the host procedures for using Zoom Waiting Room (see instructions [HERE](#)) and Screen Sharing (see instructions [HERE](#)).
3. All participants, including the candidate, are to join the group at least 5 minutes prior to ensure that the communication technologies are working smoothly for everyone and that everyone can be heard. Screen sharing should also be tested with the candidate.
4. In the beginning of the meeting, the Chair will place the Student in the Zoom Waiting Room to complete preliminary procedures, discuss the order of questioning and voting procedures. Once these preliminary procedures are completed, the Student will then be re-admitted into the meeting and proceed with the exam.
5. Following the exam, the Chair will again ask the Student to be placed in the Zoom Waiting Room for the committee's deliberations and voting process. After the discussion is finished, the Student is brought back into the meeting and the results are communicated to the Student.
6. The examination Chair will then email the result (with comments if applicable) to the RSI Graduate Office at: [rsi.admin@utoronto.ca](mailto:rsi.admin@utoronto.ca).